Program Description/Textbook or Print Instructional Material

Vendor: Thomson Learning/South-Western   Web Address: www.swep.com

Title: DigiTools: Technology Applications Tools

Author: Barksdale   Copyright: 2004

ISBN: 0-538-43486-4   Course/Content Area: Vocational and Career Education; Business Program; Exploratory Computers

Intended Grade or Level: 9-12   Readability Level: Flesch-Kincaid

List Price: 53.95   Lowest Wholesale Price: 40.00

All materials bid as of July 1, 2003 must be offered in an alternative format for students who require reading accommodations. A description of the levels of accommodation is included on p. 8-9 of this bid packet. The Kentucky Department of Education must receive a copy of the alternative format if the material is placed on the State Multiple List.

Level of Accomodations (Level One, Two or Three) Level Three

If Level Two or Three, please provide rationale for not meeting Level One Compliance   It is not financially feasible for our products to meet Level One at this time.

FEATURES

DISCLAIMER: The features of each book or program were developed by the publisher and do not reflect the opinion of the State Review Team, State Textbook Commission, nor of the Kentucky Department of Education.

Content
- DigiTools reflects a new direction being taken in keyboarding. It not only has the standard teaching methods of learning to type and format documents but also covers software-specific computer applications for Microsoft Office XP, including PowerPoint, Excel and Access.
- Software-specific keyboarding instruction and activities included throughout reinforce computer skills

Student Experiences
- New-key learning or review-key learning are both available to give teachers options for students at different levels
- Career Appendix is included to further information on careers.
- Web site activities available to cover internet basics for students

Assessment
DigiTools is a one-semester course that reflects a new direction being taken in high school keyboarding. It not only has the standard teaching methods of learning to type and format documents but also covers software-specific computer applications for Microsoft Office XP, including PowerPoint, Excel and Access. DigiTools also teaches students selected competencies for MOS Core Certification for Office XP. As their final project, students create a PowerPoint presentation that brings together the applications learned.

Organization
Unit 1 DigiTools for Academic and Business Success
Chapter 1 Digital Communications Tools
Chapter 2 Internet and Intranet Basics
Unit 2 Input Technologies
Chapter 3 Keyboarding: Alphabetic Keys
Chapter 4 Keyboarding: Number and Symbol Keys
Chapter 5 Word Processing
Chapter 6 Handwriting Recognition
Chapter 7 Speech Recognition
Unit 3 Increasing Productivity with DigiTools
Chapter 8 Spreadsheets
Chapter 9 Databases
Chapter 10 Presentations
Chapter 11 HTMS and Web Sites
Chapter 12 Enhancing Workplace Performance
Unit 4 DigiTools and Your Career Pathway
Chapter 13 Choosing Your Pathway
Chapter 14 Your Focus Within a Pathway
Chapter 15 Job Search Strategies

Resource Materials
Gratis Items To Be Provided And Under What Conditions
Instructor's Resource CD (0-538-43487-2) Free 1 per teacher
Instructor's Manual (0-538-43836-3) Free 1 per teacher
ExamView (0-538-43837-1) Free 1 per teacher
Available Ancillary Materials

RESEARCH DATA AND EVIDENCE OF EFFECTIVENESS

DISCLAIMER: The research data and evidence of effectiveness was provided by the publisher and does not reflect the opinion of the State Review Team, State Textbook Commission, nor the Kentucky Department of Education.

*NOTE: Please complete this section by indicating the research data and evidence of effectiveness or give a web site where the information is located. If there is no research data and evidence of effectiveness, please indicate **"not available"** in the space.*

Group V - Career/Technical Vocational/Practical Living Education Instructional Materials Evaluation Tool IT Computer & Technology Applications

Title: DigiTools: Technology Applications Tools	**Cost: $ 40.00**

Publisher: Thomson Learning/Southwestern

Item Evaluated: Textbook and Software

Copyright Date: 2004	**Evaluator: Scott Horan**
Content Level: 9-12	**Date of Evaluation: 7/31/2003**

Level of Alternative Format	Level 1 – Full Compliance	Level 2 – Provisional Compliance	Level 3 – Marginal Compliance
This section completed by Exceptional Children Services			

Overall Strengths and/or Weaknesses

Disclaimer: Comments on the strengths and/or weaknesses of each book, material or program were written by members of the State Textbook/Instructional Materials Review Team and reflect their opinions . They do not reflect the opinions of the State Textbook Commission nor the Kentucky Department of Education. In addition, the State Textbook/ Instructional Materials Review Team completed each evaluation form during the week of July 28-Aug. 1, 2003. In order to maintain the integrity of the of the review team's comments, editing was limited to spelling and punctuation.

Recommendations:
X Recommended by reviewers to State Textbook Commission
☐ Not recommended by reviewers to State Textbook Commission

Publisher's Explanation of Reviewer's Comments: By action of the State Textbook Commission, publishers are provided limited space, 150 words, to respond to what they may consider factual errors made by the reviewers in the evaluation.

Group V - Career/Technical
Vocational/Practical Living Education
Instructional Materials Evaluation Tool
IT Computer & Technology Applications

Title: DigiTools: Technology Applications Tools	Publisher: Thomson Learning/Southwestern

Technology Management Summary Data:	20 possible points	_____19_____ points earned

Technology Management Comments:

Technology Presentation/Interface Summary Data:	40 possible points	_____29_____ points earned

Technology Presentation/Interface Comments:

Content Summary Data:	48 possible points	_____40_____ points earned

Content Comments:

Instruction & Management Summary Data	52 possible points	_____45_____points earned

Instruction & Management Comments:

Organization & Structure Summary Data	36 possible points	_____29_____ points earned

Organization & Structure Comments:

Resource Material Summary Data	40 possible points	_____21_____points earned

Resource Material Comments:

Group V - Career /Technical & Vocational/Practical Living
Electronic Instructional Media Review Form- DigiTools: Technology Applications Tools –Thomson/SW
Stand Alone/Independent or Integrated Software for Computer & Technology Applications

Equipment (circle or change fill color)	Grade Level (circle or change fill color)	Audience (circle or change fill color)	Format (circle or change fill color)	Cost: Included with text	
Windows	Primary	**Individual**	**Stand Alone/Independent**	_____single copy	_____site license
Macintosh	Intermediate	Small Group	Integrated	_____network version	_____school version
CD-ROM	Middle	**Small Group**	**Supplemental**	____lab pack of ___ copies	_____online
DVD	**High**	**Large Group**	In lieu of basal test		
Sound					
Other					

If other, explain

Type of Software: Check all that apply	_____Simulation	**_____Management**	_____Interdisciplinary	**_____Problem Solving**	**_____Tutorial**
_____Exploratory	_____Creativity	_____Drill and Practice	_____Critical Thinking	_____Utility	_____Other:

Rating Scale:	3—Some of the time	1—None of the time
4—All or the time	2—Minimally	0— Not applicable

Management	Rating
Allows customizing for individual learning needs.	4
Allows students to exit and resume at a later time.	4
Keeps a students performance record, where needed.	4
Allows control of various aspects of the software (e.g., turning sound off).	3
Allows for printed reports.	4
Comments: ExamView testing with included tests and management tools	**Total 19**

Presentation/Interface	Rating
Presents material in an organized manner.	4
Has consistent, easy-to-use, on-screen instructions.	3
Has developmentally correct presentation format.	3
Adapts to different learning environments (learning styles/multiple intelligences, etc.)	3
Accessible for special needs students.	2
Runs smoothly, without long delays.	3
Presents easy-to-view text and graphics.	4
Presents easy-to-hear and understand sounds.	1
Avoids unnecessary screens, sounds, and graphics.	4
Provides immediate, appropriate feedback.	**2**
Comments: CD includes limited Power Point presentations that are accessible through the menu	**Total 29**

Content—IT Computer & Technology Applications	Rating
Career Focus/Employability Skills/Workplace Readiness Skills	4
Demonstrate the impact of computers on society	4
Basic computer terminology	4
Computer ethics, copyright issues, computer viruses	4
Knowledge of the Internet, web browsers, search engines	4
Use of electronic media	4
Knowledge of printing and printer troubleshooting	1
Knowledge of operating systems and navigating for basic file manipulation (e.g., save, delete, create folders)	3
Word processing skills (e.g., justifications, margins and spacing, headers/footers/footnotes, spell check/grammar check)	3
Spreadsheet skills (e.g., creation of Mathematical operations, formulas, functions, formatting, graphs/charts)	3
Database management skills (e.g., creating forms and reports, basic query operations)	3
Knowledge of networks (e.g., navigating, mapping, copying)	3
Comments: heavy on keyboarding; actual applications instruction is very brief	**Total 40**

Rating Scale:	2—Minimally
4—All or the time	1—None of the time
3—Some of the time	0— Not applicable

Instruction and Assessment	Rating
Identifies a Sense of Purpose	4
Builds on Student Ideas	3
Engages Students	4
Develops Computer Maintenance Ideas	2
Promotes Student Thinking	3
Assesses Student Progress	4
Enhances The Learning Environment	3
Reading level is appropriate for interest and ability level of intended student group; level remains consistent throughout.	4
Commonwealth Accountability Testing System (CATS) "like" Assessment is provided	4
Variety of Assessments (diagnostic, formative, summative, open response, multiple choice, individual, small group, oral, demonstrations, presentations, self and peer performance, portfolio prompts) is included.	4
Includes activities and opportunities for integration of technology.	4
Reflects researched-based practices (e.g. hands-on activities, technology, problem-solving situations)	3
Differentiation techniques and activities suggested.	3
Comments: Instruction is woven around keyboarding.	**Total** **45**

Rating Scale:	3 – Some potential for learning	1 - Not present
4 – High potential for learning	2 – Little potential for learning	0 – Not applicable

Organization and Structure	Rating
Organization is logical and allows for spiraling of content.	3
Vocabulary and key terms are clearly defined and easily accessible within each lesson.	3
Visual illustrations (e.g. graphs, charts, models) and examples are clearly presented and content-related.	4
Illustrations and language reflect diversity (e.g. racial, ethnic, cultural, age, gender, disabilities).	0
Legible type, length of lines, spacing, and page layout and width of margins contribute to overall appearance and use.	4
Student materials seem durable and conducive to daily use.	4
Includes sufficient glossary, index and appendices.	3
Employs accurate grammar and spelling	4
Organization of material can be effectively used with Standards Based Units, Core Content and Program of Studies.	4
Comments: The book is "Portrait" and can be converted to stand-up for typing instruction.	**Total 29**

Resource Materials	Rating
Teacher materials coordinate easily with student materials (e.g. additional resources included at point of need, student pages shown, integration of technology indicated)	3
Activities are included that adapt to the various learning styles, intelligences, and interest/ability levels.	4
Extension activities including adaptations and accommodations for students with special needs.	3
Resources provide objectives, background information, common student errors, hints, advice for lesson implementation and real-world connections, connections with career and/technology and references (e.g. solution manuals, study guides)	4
Suggestions are made for integration of themes and /or interdisciplinary instruction.	2
Integration opportunities suggested and examples given.	2
Teacher resources are available online.	3
Online resources available – Repeat of information in text.	0
Online resources available – Practice skills only.	0
Online resources available – New application materials.	0
Comments: Online teacher tools could not be accessed except for marketing materials.	**Total 21**

Rating Scale:	2—Minimally
4—All or the time	1—None of the time
3—Some of the time	0— Not applicable